

2015 PILOT GUIDE



Flight School Operating Policies

Purpose

The purpose of this guide is to orient pilots of all levels to the operating guidelines at Crosswinds Aviation. While some guidelines refer to instructional activities, all pilots should adhere to the operating minimums unless a variance to the minimums has been obtained from flight school management or your Flight Instructor. This guide meets or exceeds the requirements of 14CFR 141.93 (a)(3).

Security

Crosswinds Aviation utilizes a TSA approved security plan to insure the well-being of our students and staff. The plan is managed by the company security manager. All of our staff is TSA trained and are on alert at all times to ensure security is maintained at KOZW. The designated security manager is Andrea Dahline. Any comments questions or concerns about flight school security should be addressed with Andrea. Andrea also supervises the TSA compliance. She can be reached via email at andrea@flywithcrosswinds.com

TSA and Alien Flight Candidate Information

Flight students must provide Crosswinds Aviation with one of the following options as proof of U.S. citizenship:

- Valid, unexpired U.S. passport; or
- Certified U.S. birth certificate AND U.S. government-issued photo ID; or
- U.S naturalization certificate with raised seal AND government-issued photo ID

For students that are interested in training with us and they cannot comply with any of the above, they will need to apply and go through the TSA Alien flight student program. Please utilize the website: www.flightschoolcandidates.gov and follow the step by step process. Students are able to take a discovery flight and have ground instruction with us until they are approved through the Alien Flight Candidate program to continue flying with us. There are two parts to a training request, the Candidate's identifying information and the details of the training request. Both must be completed to successfully submit a Category 3 training request. Students must create their own AFSP accounts. The pages for the personal information are found under the "Part: 1 -- Candidate Information" folder after login. Please note that the name on the application must match the name found in the account information. The pages for the training request details are found under the "Part: 2 -- Request for Training" folder after login. These pages are only for candidates submitting Category 3 training requests. Once you are on the site www.flightschoolcandidates.gov you can follow the steps. Some of the information you may need to process your request are below:

1. Create a UserID and password
2. Our training facility: Midwest Air LLC, dba Crosswinds Aviation
3. Choose Category 3: Single Engine Land (SEL) rating, Initial training, Course# 101
Aircraft type: Single engine land DA20 or Cessna 172

4. Training requests are for 1 year maximum & the processing fee is \$130. During the process, you will receive emails from the Alien Flight School Program (AFSP). Please follow the directions closely. Please contact our office if you have any additional questions at 517-552-1101. All student candidates' ID's, VISA and passport information will be copied and kept on file at Crosswinds Aviation, Howell location.

Medical Certificate and Student Pilot's License

Clients looking to rent our aircraft must provide a current valid medical certificate to rent our aircraft. Valid medical information can be updated on our scheduling system under the client's user name. Crosswinds Aviation will take a copy of the client's medical to have on file at our office.

All students flying with Crosswinds Aviation must have a current Medical Certificate and Student Pilot certificate issued by a Certified FAA Medical Examiner. This is mandatory before soloing the aircraft however it is advised to receive a medical prior to this especially if you have any medical or other concerns. We recommend a 3rd class medical & student pilot certificate. If you plan on moving on towards becoming a professional/commercial Pilot, then we recommend that you receive a 1st Class Medical and Student Pilot Certificate.

Please refer to the FAA site for more information:

<http://www.faa.gov/pilots/>

<http://www.faa.gov/pilots/amelocator/>

http://www.faa.gov/licenses_certificates/medical_certification/specialissuance/

Safety

Safety is our number one priority here at Crosswinds Aviation. We take this responsibility very seriously and we make sure to maintain our aircraft with the most impeccable maintenance. We fix all items on our aircraft because we believe that any maintenance item large or small can be a distraction and safety hazard. If you have immediate safety concerns or observe unsafe actions please contact any Crosswinds Aviation staff member for assistance.

Flight School Insurance

AIRCRAFT INSURANCE COVERAGE

1. LIABILITY COVERAGE; Midwest Air, LLC dba Crosswinds occurrence, including passengers.
2. AIRCRAFT HULL COVERAGE: Should there be an aircraft incident or accident while renting an aircraft from Company, ("Renter Pilot") is responsible to pay the first \$1,000.00 for the Cessna 172 (N2322Y) and \$2,500.00 for the DA20's (N528DC & N618DC & N595GL) and for the Cirrus SR20 to cover the Company insurance deductible. Crosswinds Aviation ("Company") carries a maximum Liability Coverage of \$100,000 per passenger, and \$1,000,000 per single limit bodily injury and property damage liability coverage.

Rental Insurance

ADDITIONAL INSURANCE COVERAGE: Rental Pilot may, at its option, secure additional insurance coverage available through various aviation insurance companies.

Our insurance DOES NOT grant a waiver of subrogation to any pilot or renter. Therefore, we encourage each pilot or renter to consider purchasing Non-Owner coverage. This coverage can be purchased from Avemco (please use referring code: CA41), AOPA or EAA via brochures in the Crosswinds Aviation main office. Each Crosswinds Aviation employee is covered under a Worker's Compensation Policy.

Renter Pilot agrees to pay Company for any losses not covered by insurance policies (including deductible amounts) and for any loss or damage to the aircraft caused in whole or in part by Renter Pilot's negligence or failure to comply with Company policies and all applicable standards. Renter Pilot will indemnify Company against all liabilities to other persons, and any costs, damages, loss, or attorney's fees arising in connection with this Agreement, or with his/her use of the aircraft, and agrees to pay any insurance deductible on any claim against Company. All pilots, students and renters must acknowledge and accept that they will be responsible to pay the deductible, which varies for each aircraft of Crosswinds Aviation Aircraft Liability and Hull Insurance Policy in the event of any damage to the aircraft. This is regardless of the presence of a Crosswinds Aviation Instructor. Pilots, students and renter must acknowledge responsibility for any and all damage to the aircraft that results from their negligence while the aircraft is in your care. Crosswinds Aviation **ENCOURAGES EVERYONE TO HAVE NON-OWNERSHIP AIRCRAFT LIABILITY/HULL COVERAGE.** The renter, student or pilot who checks out the aircraft agrees that he is the responsible party for the aircraft and insurance deductible when he is the PIC/scheduling renter of the aircraft. Some options for coverage are [AOPA](#), [EAA](#) and [AVEMCO](#). Please contact our office if you have any questions.

Schedule a Lesson/Rent an Aircraft

We use an Online Scheduling System at Crosswinds Aviation. You will login to the scheduling system and schedule your flights at your convenience. You may also call our office at 517-552-1101 for assistance. Aircraft can be scheduled from 6AM to 11PM. Same day rentals and lessons can be accommodated but might require extra resources to ensure aircraft and instructors are ready to serve you. Please contact our office if you have any questions at 517-552-1101. In order to start scheduling flights with us, sign up on our online scheduling system here: <http://flywithcrosswinds.com/scheduler>

Once you go through the signup process, we will approve your scheduling system ID and you can start scheduling your flights. When scheduling a training flight with an instructor, please block off a **minimum of 2 hours** with an instructor and aircraft.

Of course we are always available by phone to schedule your flights. If you are not at a computer or prefer to schedule by phone, you can always call us at 517-552-1101 to schedule your flights.

Aircraft Checkout

Pilots that are interested in renting aircraft from Crosswinds Aviation will be required to do an aircraft checkout with one of our instructor pilots prior to booking any rental flights. Pilots wishing to rent the Cirrus aircraft should plan to bring proof of completion of the Cirrus Transition Training Program. This is usually in the form of a completion certificate issued by the training facility where you did the training. For pilots that are current and qualified in the aircraft they are interested in renting, the checkout will be a standard aircraft checkout with a review of ground topics such as regulations, airspace and aircraft systems. In addition, the instructor will go over Crosswinds Aviation's procedures and policies that you will need to know. They will also give an overview of our scheduling system. This will include basic scheduling, set up of emails and online scheduling and payments. This will be followed by a flight for the instructor to evaluate your ability to operate the aircraft safely. The length of the flight will be determined by your currency and time in type.

Aircraft Rental Agreement

This Agreement Governs the Rental of: N2322Y, N618DC, N582DC, N595GL and N5886M

AIRCRAFT RENTAL: Renter Pilot shall not rent any aircraft for solo flight, or act as Pilot-In-Command, for which it is not checked out, or fails to meet insurance requirements.

LAWS AND REGULATIONS: Renter Pilot will operate the aircraft in accordance with FAA Federal Aviation Rules and Regulations, and any applicable State and Local laws. No item(s) contrary to the Law may be carried aboard the aircraft—e.g., illegal drugs, weapons, explosives, etc. Renter Pilot may not use any of Company's aircraft for compensation or hire.

AREA OF AIRCRAFT USE: Renter Pilot may not fly beyond the boundaries of the Continental United States. Renter Pilot may fly N2322Y to Canada with prior permission.

DOCUMENTATION: Company may examine Renter Pilot's pilot records at any time to verify adherence to Company policies and Renter Pilot will submit with this agreement a photocopy of its pilot's certificate(s) and/or license(s), medical documents, photo ID, and driver's license.

N582DC

("Customer"), Midwest Air, LLC d/b/a Crosswinds Aviation ("Flight School"), and Diamond Skies Aviation LLC ("Owner") with respect to Customer's use of N582DC (the "Aircraft") for an hourly fee paid to Flight School.

The Aircraft is owned by Owner, and leased by Customer from Owner on a short-term, by-the-hour basis for a fee paid to Flight School as a marketing agent of Owner. This Rental Acknowledgement applies to all future rentals of the Aircraft by Customer until it is revoked, and memorializes the relationships in place for prior rentals, if any.

Nothing in this Rental Acknowledgement alters or affects, other than to clarify the nature of the relationships, any of the contractual relationships between or among Customer, Flight School, and Owner.

N618DC & N595GL

("Customer"), Midwest Air, LLC d/b/a Crosswinds Aviation ("Flight School"), and Shortt Aircraft Leasing LLC ("Owner") with respect to Customer's use of N618DC and N595GL (the "Aircraft") for an hourly fee paid to Flight School.

The Aircraft is owned by Owner, and leased by Customer from Owner on a short-term, by-the-hour basis for a fee paid to Flight School as a marketing agent of Owner. This Rental Acknowledgement applies to all future rentals of the Aircraft by Customer until it is revoked, and memorializes the relationships in place for prior rentals, if any.

Nothing in this Rental Acknowledgement alters or affects, other than to clarify the nature of the relationships, any of the contractual relationships between or among Customer, Flight School, and Owner.

N2322Y

("Customer"), Midwest Air, LLC d/b/a Crosswinds Aviation ("Flight School"), and InFlight Aircraft LLC ("Owner") with respect to Customer's use of N2322Y (the "Aircraft") for an hourly fee paid to Flight School.

The Aircraft is owned by Owner, and leased by Customer from Owner on a short-term, by-the-hour basis for a fee paid to Flight School as a marketing agent of Owner. This Rental Acknowledgement applies to all future rentals of the Aircraft by Customer until it is revoked, and memorializes the relationships in place for prior rentals, if any.

Nothing in this Rental Acknowledgement alters or affects, other than to clarify the nature of the relationships, any of the contractual relationships between or among Customer, Flight School, and Owner.

N5886M

("Customer"), Midwest Air, LLC d/b/a Crosswinds Aviation ("Flight School"), and CP Aviation LLC ("Owner") with respect to Customer's use of N5886M (the "Aircraft") for an hourly fee paid to Flight School.

The Aircraft is owned by Owner, and leased by Customer from Owner on a short-term, by-the-hour basis for a fee paid to Flight School as a marketing agent of Owner. This Rental Acknowledgement applies to all future rentals of the Aircraft by Customer until it is revoked, and memorializes the relationships in place for prior rentals, if any.

Nothing in this Rental Acknowledgement alters or affects, other than to clarify the nature of the relationships, any of the contractual relationships between or among Customer, Flight School, and Owner.

Pilot Qualifications for Rental

All pilots must qualify to act as Pilot in Command of any Crosswinds Aviation aircraft.

<u>Aircraft</u>	<u>Rental Requirements</u>	<u>Student Solo</u>	<u>Deductible</u>
N5886M	Private Pilot or better with Cirrus Transition Certificate	Student Pilot Certificate, Cirrus Transition Certificate and 25 hours dual	\$1000 not in motion \$2,500.00 in motion
N2322Y	Private Pilot or Student Pilot Certificate with Instructor Endorsement	Student Pilot Certificate and Instructor Endorsement	\$500 not in motion \$1,000.00 in motion
N618DC	Private Pilot or Student Pilot Certificate with Instructor Endorsement	Student Pilot Certificate and Instructor endorsement	\$1000 not in motion \$2,500.00 in motion
N595GL	Private Pilot or Student Pilot Certificate with Instructor Endorsement	Student Pilot Certificate and Instructor endorsement	\$1000 not in motion \$2,500.00 in motion
N582DC	Private Pilot or Student Pilot Certificate w/Instructor Endorsement	Student Pilot Certificate and Instructor endorsement	\$1000 not in motion \$2,500.00 in motion

Flight Currency

It is the responsibility of Renter Pilot to maintain flight currency for the various aircraft and conditions to be flown and to ensure that its Pilot Certificate or License, and all medical requirements are current and up-to-date to operate the aircraft to be flown, including a current biannual Flight Review, instrument competence (if applicable), and 90-day FAR passenger and night requirements.

<u>Aircraft</u>	<u>Currency Requirement</u>	<u>Re-current Requirements</u>
N5886M	Flight within 60 days 3 landings 1 Approach if instrument rated	CFI Checkout
N2322Y	Flight within 60 days 3 landings 1 Approach if instrument rated	CFI Checkout
N618DC	Flight within 90 days 3 landings	CFI Checkout
N595GL	Flight within 90 days 3 landings	CFI Checkout
N582DC	Flight within 90 days 3 landings	CFI Checkout

Rental Rates

RENTAL RATES: The aircraft rental rate shall be \$140.00 per hour of use for N2322Y, \$120.00 per hour for N618DC and N595GL and \$125.00 per hour for N582DC as indicated on the Aircraft Hobbs Meter. Rental for the Cirrus SR20 will be \$250.00 per hour. Instruction will be the rate of \$47/hr. for basic and \$52/hr. for advanced. Our Redbird TD2 will rent for \$25/hour or \$20/hour plus instruction when you are training with one of our instructors.

Payment

Payment is expected at the conclusion of your flight. Crosswinds Aviation accepts cash, personal or company checks, and all major credit cards. Pilots may also setup e-check payments with Intuit Payment solutions. Please check with administration on how to setup this method of payment. Pilots can place a credit card on file and have charges automatically paid. Our QuickBooks program hides the credit card number except the last four digits for your protection. We will email you a copy of each credit card charge. An approved Visa or MasterCard must be on file prior to rental for a long cross country. A credit card will be mandatory for future flights if a balance of \$350 or more is kept on account without immediate payment. Rental Pilot agrees that Company may debit its credit card for payment of any unpaid account balance for services rendered.

RETURNED CHECKS: A \$25.00 fee will be charged to Renter Pilot's account for each check returned to Company due to insufficient funds, or otherwise.

Cancellations and No Call - No Show

Pilots are responsible for knowing their flight schedules and for arriving on time for lessons and flights. Flights may be cancelled on-line or by phone without penalty if weather conditions fall below FAA or Crosswinds Aviation minimums. Otherwise, reservations must be cancelled on-line or by telephone at least 6 hours before the scheduled start time in order to avoid a cancellation charge of \$25.00. Cancellation charges can be waived on a case-by-case basis with approval of the Instructor.

Overnight Rentals

Crosswinds Aviation strives to make our entire fleet available for pilots 24/7. During our regular business hours you can schedule an aircraft anytime it is open. Aircraft are first come first serve. If you would like to take an aircraft early or arrive late please schedule the aircraft for departure during regular business hours and then inform our staff what you would like to do. If a last minute trip or need comes up, our phones are answered 24 hours a day. Please call and we will help you get the aircraft so you can be on your way. Our rental agreement does not specify minimum on rentals, however, any long term rentals do require approval. We want you to use the aircraft and do not want cumbersome fees to get in the way.

Fuel Reimbursement

In each of our aircraft, there is a credit card in the back of the log book. Our preference is that the fuel card be used for any fuel purchases away from Livingston County Airport. Crosswinds Aviation will reimburse you for fuel purchased away from Livingston County

Airport, if the card in the log book does not work. We reimburse pilots that submit a receipt after they return from a trip. To receive proper credit for your fuel purchase, please submit an itemized fuel receipt from the FBO for your purchase. We will not reimburse you for any type of parking/ramp/overnight fees. We will not reimburse you from credit card statements, copies of checks or documentation that shows only a payment. Receipts should be submitted at the time of aircraft return but may be submitted up to one week after the return of the rental for full reimbursement. After two weeks there will be no reimbursement.

Refunds

Customers who elect to keep funds on account will be entitled to refunds of any previously unused money on account. It is the policy of Crosswinds Aviation to refund any money on a student account minus any expenses or charges accrued on the account. All refunds will be assessed a course termination/rental termination fee of \$25.00. Cash and check deposits will be refunded by company check within 45 days of written request from the student or guardian if the student is a minor. With block time payments, refunds will be minus the difference in block rates from our regular rates for flown amounts.

Maintenance Reporting

Renter Pilot agrees to report all accidents and/or incidents, no matter how large or small, to the Company immediately. Renter Pilot will supply the names, addresses, and telephone numbers of witnesses and involved parties, and will not permit the aircraft to be moved in the event of an accident, unless expressly authorized by the appropriate authorities.

Staff and students are responsible for reporting aircraft discrepancies. Any maintenance discrepancy, hereafter referred to as "Squawks" should be reported in the back of the aircraft log book in the Aircraft Discrepancy section located in each of the planes and an email of the squawk must be sent to info@flywithcrossiwnds.com with Squawk and tail number in the Subject Line **OR** entered into our scheduling system, Flight Scheduler Pro in the Maintenance section. Anyone has the ability to report squawks and, if needed ground the aircraft. Crosswinds management or instructors will contact any renter or student that has the plane scheduled if the plane is not airworthy and request to reschedule or switch to another aircraft. No flight will be made without first checking to ensure aircraft is airworthy. If on a flight and you experience a failure of a system and you are not able to correct the problem in the air land as soon as practicable and contact Crosswinds Aviation at 517-552-1101.

In the event that Renter Pilot fails to return it to Livingston County Airport (KOZW) or Capital City Airport (KLAN) due to mechanical problems or misjudging weather conditions, Renter Pilot agrees to pay for the hours flown, and agrees to be solely responsible for any and all costs for a ferry pilot and a second ferry aircraft that may be required to retrieve the aircraft.

To check squawks or to enter a squawk, click on " Squawks" under the Maintenance menu item in Flight Scheduler Pro. Squawks can be entered or reviewed and you can log into the web scheduler from: <http://www.flywithcrosswinds.com/scheduler>

Crosswinds Aviation Switch

Home My Account Maintenance Schedule

General **Squawks**

Select Aircraft: All

Date Submitted:	Aircraft:	Discrepancy:
3/30/2014	N582DC-Lan	Stall horn doesn't work great in air, and doesn't work testing on the
4/14/2014	N618DC-How	Landing light INOP
4/20/2014	N582DC-Lan	Starboard lower baffle in missing inboard most screw. Also look at ba
4/23/2014	N2322Y-How	SuperCap in PFD is not functioning. Need to replace PFD with overha
4/24/2014	N582DC-Lan	Replace Avionics Cover. Pilot side handle cracked.

New Squawk Aircraft List

Status:

None

None

Issue was verified, but will wait until inspection to fix

None

Issue was verified, but will wait until inspection to fix

Issue was verified, but will wait until inspection to fix

None

None

Sample from Crosswinds web scheduler

Weather Minimums

The following weather minima are established for all training/rental activities. Variances to the weather minima can be obtained from the school management or Chief Flight Instructor or his designee.

DAY & NIGHT WEATHER MINIMUMS



<u>DUAL (VFR) LOCAL:</u>		<u>DUAL (IFR) LOCAL:</u>	
Maximum Winds:	30 Knots	Maximum Winds:	30 Knots
Crosswind Component	17 Knots	Crosswind Component	17 Knots
<u>Uncontrolled Airspace:</u>		1000 ft. Ceiling, 3 miles visibility	
2,500 ft. Ceiling, 5 miles visibility		No SIGMET / No Thunderstorms	
<u>Controlled Airspace:</u>			
2,500 ft. Ceiling, 5 miles visibility		<u>DUAL (IFR) CROSS-COUNTRY:</u>	
		Maximum Winds:	30 Knots
<u>DUAL (VFR) CROSS-COUNTRY:</u>		Crosswind Component	17 Knots
Maximum Winds:	30 Knots	1,000 ft. Ceiling, 3 miles visibility	
Crosswind Component	17 Knots	No SIGMET / No Thunderstorms	
5,000 ft. Ceiling, 8 miles visibility		Departure, Enroute and Destination	
<u>SOLO (VFR) LOCAL:</u>		<u>SOLO (VFR) TRAFFIC PATTERN:</u>	
Maximum Winds:		Maximum Winds:	
Primary Student:	20 knots	Primary Student	20 knots
Crosswind Component	12 knots	Crosswind Component	12 knots
Maximum Winds		Maximum Winds:	
Advance Student:	30 Knots	Advance Student:	30 Knots
Crosswind Component	15 Knots	Crosswind Component	15 Knots
<u>Uncontrolled Airspace:</u>		<u>Uncontrolled Airspace:</u>	
2,500 ft. Ceiling, 5 miles visibility		2,500 ft. Ceiling, 5 miles visibility	
<u>Controlled Airspace:</u>		<u>Controlled Airspace:</u>	
2,500 ft. Ceiling, 5 miles visibility		2,500 ft. Ceiling, 5 miles visibility	
<u>SOLO (VFR) CROSS-COUNTRY:</u>		<u>DUAL (VFR) TRAFIC PATTERN</u>	
Maximum Winds			
Primary Student	20 Knots	Maximum Winds	30 Knots
Crosswind Component	12 Knots	Crosswind Component	17 Knots
		1,500 ft. Ceiling, 5 miles visibility	
Maximum Winds			
Advance Student:	30 Knots	Flights should not be dispatched when	
Crosswind Component	12 Knots	the ambient temperature is	
5,000 ft. Ceiling, 8 miles visibility		below 18F or higher than 105F.	

Personal Minimums

Crosswinds Aviation encourages each pilot to establish "personal minimums." Personal minimums are self-imposed limitations that each pilot designs based on their own proficiency and level of currency. The figure below is meant to be used as a guide in developing your own personal minimums. Remember that just because an action is legal does not make it safe.

Personal Minimums Matrix

Flying within the Envelope of Safety will not guarantee a safe flight. Pilots must comply with FARs, exercise sound judgment and maintain a high level of flying proficiency in order to minimize the risks associated with flight.

QUALIFICATION	DAY		NIGHT		MAX WIND: T-O&LND	
NON-INSTRUMENT RATED -OR- INSTRUMENT RATED [NON-PROFICIENT]	 Operate at or Above 3000' Ceilings 5 SM Visibility		 Operate at or Above 5000' Ceilings 10 SM Visibility		DAY	25 knots total sustained 15 knot crosswind
					NIGHT	25 knots total sustained 10 knot crosswind
INSTRUMENT RATED [PROFICIENT] Note: File IFR anytime the weather is below 3000'/5 SM	Less than 100 hours in Type	Greater than 100 hours in Type	Less than 100 hours in Type	Greater than 100 hours in Type	DAY	30 knots total sustained 15 knot crosswind
	Operate at or Above 1000' Ceilings 3 SM Visibility	Operate at or Above 500' Ceilings 1 SM Visibility	Operate at or Above 1000' Ceilings 3 SM Visibility	Operate at or Above 600' Ceilings 2 SM Visibility	NIGHT	25 knots total sustained 15 knot crosswind
INSTRUMENT RATED [PROFICIENT WITH DEMONSTRATED ABILITY TO CAT 1 MINIMUMS WITHIN 60 DAYS] Note: File IFR anytime the weather is below 3000'/5 SM	Less than 100 hours in Type	Greater than 100 hours in Type	Less than 100 hours in Type	Greater than 100 hours in Type	DAY	35 knots total sustained 20 knot crosswind or max demonstrated
	Operate at or Above 500' Ceilings 1 SM Visibility	Operate at or Above 200' Ceilings 1/2 SM Visibility	Operate at or Above 500' Ceilings 1 SM Visibility	Operate at or Above 200' Ceilings 1/2 SM Visibility	NIGHT	35 knots total sustained 20 knot crosswind or max demonstrated
ICING CONDITIONS: Flight into known icing conditions is prohibited.						Minimum runway is 2.5 times the expected T-O or LND distance

*Source Cirrus Design Training Manual

Preflight and Ground Operations

It is the responsibility of Renter Pilot to inspect and make a preflight check of the aircraft, equipment, and accessories in accordance with the aircraft manufacturer's recommendations. Renter Pilot will not accept any aircraft until it is satisfied as to its airworthiness and the proper functioning of its equipment and accessories. Renter Pilot will obtain weather reports and forecasts of intended route of flight immediately before making a flight to ensure the conditions are conducive to safe flight. Renter Pilot will not fly any aircraft when the weather conditions are below VFR weather minimums, unless Renter Pilot is an Instrument Rated pilot, current, and the aircraft is instrument equipped and certified.

Aircraft Movement

- The aircraft tug should be used only by Crosswinds Aviation staff, who has received training on the safe operation of the tug.
- Tow bars are available for all aircraft.
- It is preferable to move the aircraft with at least two people so that you have a wing walker to check clearances with hanger doors, other aircraft and obstacles in hanger and on ramp.
- Prior to moving aircraft in/out of hanger insure that hanger doors are open the proper amount.
- Use care when floor of hangar or ground is wet or icy.
- THE RENTER PILOT MOVING AN AIRCRAFT IS RESPONSIBLE FOR ANY DAMAGES TO THE AIRCRAFT THEY ARE MOVING, DAMAGE TO OTHER AIRCRAFT, OR HANGAR DAMAGE THAT MAY OCCUR WHEN AIRCRAFT ARE BEING MOVED BY THE RENTER.

Starting Procedures

- An approved checklist must be used for all starting procedures.
- A flight instructor will be in the airplane for all pre-solo starts.
- A fire extinguisher will be available for all starts.
- Before starting the engine clear the area visually and shout "clear".
- No student or instructor will enter or exit the airplane while the aircraft's engine is running.

Taxi Procedures

- Use appropriate taxi checklist.
- On the initial roll, check the brakes.
- Taxi with continuous scanning
- Taxi around other aircraft while being cautious and slow.
- Taxi at a slow pace, no faster than a fast walk. Do not taxi with the brakes on, and use minimum braking.
- Do not try to maneuver through a tight area without an outside observer watching the wingtips.
- While taxiing with a crosswind use correct position of control surfaces.

Re-dispatch Procedures

- No person may take-off in an aircraft with inoperative instruments or equipment installed unless the inoperative instruments or equipment is deactivated and Placarded "inoperative" and in compliance with FAR Section 91.213 (d) (3)(ii) (whichever is appropriate).
- When a landing is made at an unexpected airport, students should call dispatch at 517-552-1101 and speak with the staff or an Instructor.
- If no answer call the Matt Dahline at 517-672-1099 or Andrea Dahline at 517-410-4184.
- Student pilots on overnight flights must contact the primary instructor or dispatch at 517-552-1101. Students must have an endorsement for each day and trip segment of flying.
- Failure to contact any of the above will mean staying overnight and calling operations the next morning.
- On overnight, secure the airplane with tie-downs, install control lock, and lock the airplane, if equipped.

Secure Aircraft

PARKING: It is the responsibility of Renter Pilot to ensure the aircraft is securely tied down or in a Hangar (due to inclement weather); all controls secured, keys removed and the aircraft locked. Renter Pilot agrees to pay a \$50.00 charge if the aircraft Master Switch is left in the ON position.

Winds under 20 knots:

- Refuel airplane after landing, if possible.
- No person onboard an aircraft while refueling.
- Fuel airplane if fuel tanks are less than one-half full.
- Set brakes as applicable.

Winds above 20 knots:

- Park airplane and secure by using tie-downs.
- Set brakes as applicable.

Minimum Altitudes

Minimum altitudes set forth by the Federal Regulations will be complied with at all times. Stalls will not be initiated less than 2500 AGL and spins less than 4000 AGL.

Fuel Reserve

Aircraft are generally filled to the tabs or full. If your flight requires more or less fuel please request the fuel load at least 6 hours prior to your arrival at the school to minimize wait times.

LOCAL Minimums

No flight will be made unless, at start of flight, the aircraft has at least one-half full fuel tanks (check with dip stick).

Plan on landing when fuel gauges show one-fourth full, or when fuel is down:

VFR Minimums

1.0 hour fuel reserve at all times

IFR Minimums

At least 1.0 hour fuel reserve for IFR or as per Federal Regulations, whichever is higher.

Refueling Procedures

KOZW-

Livingston County Airport has a self-service fuel field and a fuel truck for refueling aircraft. The Fuel Truck hours are M-F: 7am-4:30pm, Weekend: 7am-12pm. Phone for fuel truck is 517-861-9088. If the Fuel Truck is unavailable or if you would like to refuel at the self-serve location, please use the following procedure:

1. Ground and chock aircraft.
2. Remove fuel card from aircraft logbook in plane, swipe on card reader, and enter data as necessary.
3. Reset flow meter.
4. Remove nozzle from pump.
5. Turn on pump.
6. Insert nozzle into aircraft fuel tank. Make sure nozzle is in contact with the aircraft fuel tank while dispensing fuel. Do not rest nozzle on wing while dispensing fuel.
7. Once desired amount of fuel is dispensed turn pump off.
 - a. If full tanks are required, fill all the way to the top of the fuel neck. An inch low could mean you have 5 gallons less than required.
8. Return nozzle to pump.
9. Turn pump off.
10. Un-ground and un-chock aircraft, and return ground wire to pump.
11. See refueling in Aircraft Flight Manual (AFM)/ Servicing instruction.

WEATHER LIMITATIONS FOR REFUELING

- No fuel should be dispensed if winds are over 30 knots.
- Fueling is prohibited if lightning is spotted in a radius of 10 miles from the airport.

KLAN –

Refueling at Capital City Airport - Please call or visit front desk at AvFlight (517-321-7000). Hours of Operation: 24 hours

Phonetic Alphabet and Number Pronunciation

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GULF
H	HOTEL
I	INDIA
J	JULET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	POPPA
Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	XRAY
Y	YANKEE
Z	ZULU
1	WUN
2	TOO
3	TREE
4	FOW-ER
5	FIFE
6	SIX
7	SEVEN
8	EIGHT
9	NINER
0	ZERO
100	HUNDRED
1000	THOUSAND

Sample terms from Pilot/Controller Glossary

ABEAM - An aircraft is "abeam" a fix, point or object when that fix, point or object is approximately 90 degrees to the right or left of the aircraft track. Abeam indicates a general position rather than a precise point.

ACKNOWLEDGE - Let me know that you have received my message or instructions

AFFIRMATIVE - Yes

BLOCKED - Phraseology used to indicate that a radio transmission has been distorted or interrupted due to multiple simultaneous radio transmissions

CLEARED FOR TAKEOFF - ATC authorization for an aircraft to depart

CLEARED FOR THE OPTION - ATC authorization for an aircraft to make a touch and go, low approach, missed approach, stop and go or full-stop landing at the discretion of the pilot. It is normally used in training so that an instructor can evaluate a student's performance under changing situations

CLEARED TO LAND - ATC authorization for an aircraft to land. It is predicated on known traffic and known physical airport conditions.

CLOSED TRAFFIC - Successive operations involving takeoffs and landings (touch and goes) or low approaches where the aircraft does not exit the traffic pattern

EXPEDITE - Used by ATC when prompt compliance is required to avoid the development of an imminent situation

FLY HEADING (Degrees) - Informs the pilot of the heading they should fly. The pilot may have to turn to, or continue on, a specific compass direction in order to comply with these instructions. The pilot is expected to turn in the shorter direction to the heading unless otherwise instructed by ATC.

FUEL REMAINING - A phrase used by either pilots or controllers when relating to the fuel remaining on board until actual fuel exhaustion. When transmitting such information in response to either a controller question or pilot initiated cautionary advisory to air traffic control, pilots will state the APPROXIMATE NUMBER OF MINUTES the flight can continue with the fuel remaining. All reserve fuel SHOULD BE INCLUDED in the time stated, as should an allowance for established fuel gauge system error.

GO AROUND - Instructions for a pilot to abandon his approach to landing. Additional instructions may follow. Unless otherwise advised by ATC, a VFR aircraft or an aircraft conducting visual approach should overfly the runway while climbing to traffic pattern altitude and enter the traffic pattern via the crosswind leg. A pilot on an IFR flight plan

making an instrument approach should execute the published missed approach procedure or proceed as instructed by ATC; eg, "Go Around" (additional instructions if required)

HAVE NUMBERS - Used by pilots to inform ATC that they have received runway, wind and altimeter information only

HOW DO YOU HEAR ME? - A question relating to the quality of the transmission or to determine how well the transmission is being received

IDENT - A request for a pilot to activate the aircraft transponder identification feature. This will help the controller to confirm an aircraft identity or to identify an aircraft. Do not confuse this with squawk, which means to tune the transponder code or transponder operating mode, such as Mode C, altitude reporting, a controller gives you.

IMMEDIATELY - Used by ATC when such action compliance is required to avoid an imminent situation.

MAINTAIN - Concerning altitude/flight level, the term means to remain at the altitude/flight level specified. The phrase "climb and" or "descend and" normally precedes "maintain" and the altitude assignment; eg "descend and maintain 5,000". Concerning other ATC instructions, the term is used in its literal sense, eg, maintain VFR.

MAKE SHORT APPROACH - Used by ATC to inform a pilot to alter their traffic pattern so as to make a short final approach.

MAYDAY - The international radio telephony distress signal. When repeated three times, it indicates imminent and grave danger and that immediate assistance is requested.

MINIMUM FUEL - Indicates that an aircraft's fuel supply has reached a state where, upon reaching the destination, it can accept little or no delay. This is not an emergency situation but merely indicates an emergency situation is possible should any undue delay occur.

NEGATIVE - "No" or "permission not granted" or "that is not correct".

NEGATIVE CONTACT - Used by pilots to inform ATC that the previously issued traffic is not in sight. It may be followed by the pilot's request for the controller to provide assistance in avoiding the traffic. Used by pilots to inform ATC they were unable to contact ATC on a particular frequency.

RADAR CONTACT - Used by ATC to inform an aircraft that it is identified on the radar display and radar flight following will be provided until radar identification is terminated.

RADAR SERVICE TERMINATED - Used by ATC to inform a pilot that they will no longer be provided any of the services that could be received while in radar contact. Radar service is automatically terminated, and the pilot is not advised in the following cases: 1. An aircraft cancels its IFR flight plan, except in Class B airspace, Class C airspace, a TRSA, or where Basic Radar

service is provided. 2. An aircraft conducting an instrument, visual, or contact approach has landed or has been instructed to change to advisory frequency. 3. An arriving VFR aircraft, receiving radar service to a tower controlled airport within Class B airspace, Class C airspace, a TRSA, or where sequencing is provided, has landed; or to all other airports, is instructed to change to tower or advisory frequency. 4. An aircraft completes a radar approach.

READ BACK - Repeat my message/instructions back to me

REPORT - Used to instruct pilots to advise ATC of specified information, eg, "Report passing Hamilton VOR".

SAY AGAIN - Used to request a repeat of the last transmission. Usually specifies transmission or portion thereof not understood or received; e.g. "Say again all after ABRAM VOR".

SAY ALTITUDE - Used by ATC to ascertain an aircraft's specific altitude/flight level. When the aircraft is climbing or descending, the pilot should state the indicated altitude rounded to the nearest 100 feet.

SAY HEADING - Used by ATC to request an aircraft heading. The pilot should state the actual heading of the aircraft

SPEAK SLOWER - Used in verbal communications as a request to reduce speech rate

SQUAWK (Mode, Code, Function) - Activate specific modes/codes/functions on the aircraft transponder, eg "Squawk two-one-zero-five". Squawk does not mean pilot should press the transponder's IDENT button

STAND BY - Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance". The caller should reestablish contact if a delay is lengthy. "Stand by" is not an approval or denial.

TAXI INTO POSITION AND HOLD - Used by ATC to inform a pilot to taxi onto the departure runway in takeoff position and hold. It is not authorization for takeoff. It is used when takeoff clearance cannot immediately be issued because of traffic or other reasons.

THAT IS CORRECT - The understanding you have is right

TRAFFIC - A term used by ATC to refer to one or more aircraft.

TRAFFIC IN SIGHT - Used by pilots to inform a controller that previously issued traffic is in sight.

UNABLE - Indicates inability to comply with specific instruction, request or clearance.

VERIFY - Request confirmation of information; eg "verify assigned altitude"

Useful Radio Frequencies

Facility	Frequency
KOZW- Livingston County Airport	
CTAF/UNICOM:	123.0
WX AWOS-3:	118.875 (517-546-4450)
Fuel Truck	517-861-9088
DETROIT APPROACH:	127.5
DETROIT DEPARTURE:	127.5
CLEARANCE DELIVERY:	121.725
WX AWOS-3 at TEW (20 nm W):	119.425 (517-676-5607)
Livingston County Airport Address: 3399 County Airport Road, Howell, MI 48855	Phone: 517.546.6675 Fax: 517.546.6656
KLAN- Capital City Airport Lansing	
ATIS	119.75
Lansing Tower	119.9
GND CON	121.9
CLNC DEL	123.675
AvFlight Address: 3121 Circle Drive West, Lansing, MI 48906	Phone: 517.321.7000 FBO Contact: Matt Newman Cell: 517.214.9649

Livingston County Airport

DO NOT USE FOR NAVIGATION.

HOWELL (OZW)

LIVINGSTON CO - SPENCER J. HARDY

FREQ	
AWOS	118.875
CTAF/U	123.0
DETROIT APP/DEP (R)	127.5
GCO	121.725

SPENCER J. HARDY
LIVINGSTON COUNTY
AIRPORT

HOWELL

10-13 LOCATION

960'
ELEV

0 1 2 3
SCALE IN MILES

09943 A
47-02

700
SCALE IN FEET

SKETCH

RWY LENGTH BEYOND DISPLACED THR

13/ —

31/ —

FM CITY: 3.0 mi NW

LG: ROTG BCN. PAPI actvt PCL. HIRL (low intsty) DUSK-2100. Incr intsty & actvt aft 2200 —STD PCL CTAF.

REIL 31 & MALSR 13 actvt PCL CTAF.

MGR: Mark D. Johnson

PH: 517-546-6675
517-548-4945 (Aft hrs)

ATND: Mon-Fri 0700-1700
Sat-Sun 0800-1200

FBO: Air Svc Enterprise 517-546-7379, Construction Helicopters Inc. 800-521-5130, County Avn Svc 517-548-1565, Livingston Co Arpt 517-546-6675, Crosswinds Avn. 517-552-1101, Preferred Avionincs 800-736-6143.

- TPA 2001' MSL (1039' AGL).
- Admin bldg access—depress 5-3-2-1
- Deer on & invof arpt.
- *For fuel aftr hrs 517-548-4945 or 517-861-1856 (cell).

COORDINATES

42° 37.77'N

083° 58.93'W

License

General Utility

NAV AIDS: IAP, 114.3 (SVM) 311° 21.8 NM to fld, ILS 108.55, NDB (OZW) 243 KHz at fld.

FUEL: 100LL 24 hr self svc, JET A*

RPR: Major A&P

WX: AWOS 517-546-4450, WSI

SNW RMVL: Yes

TRNSP: Taxi, Rntl car

MEALS: 0.75 mi

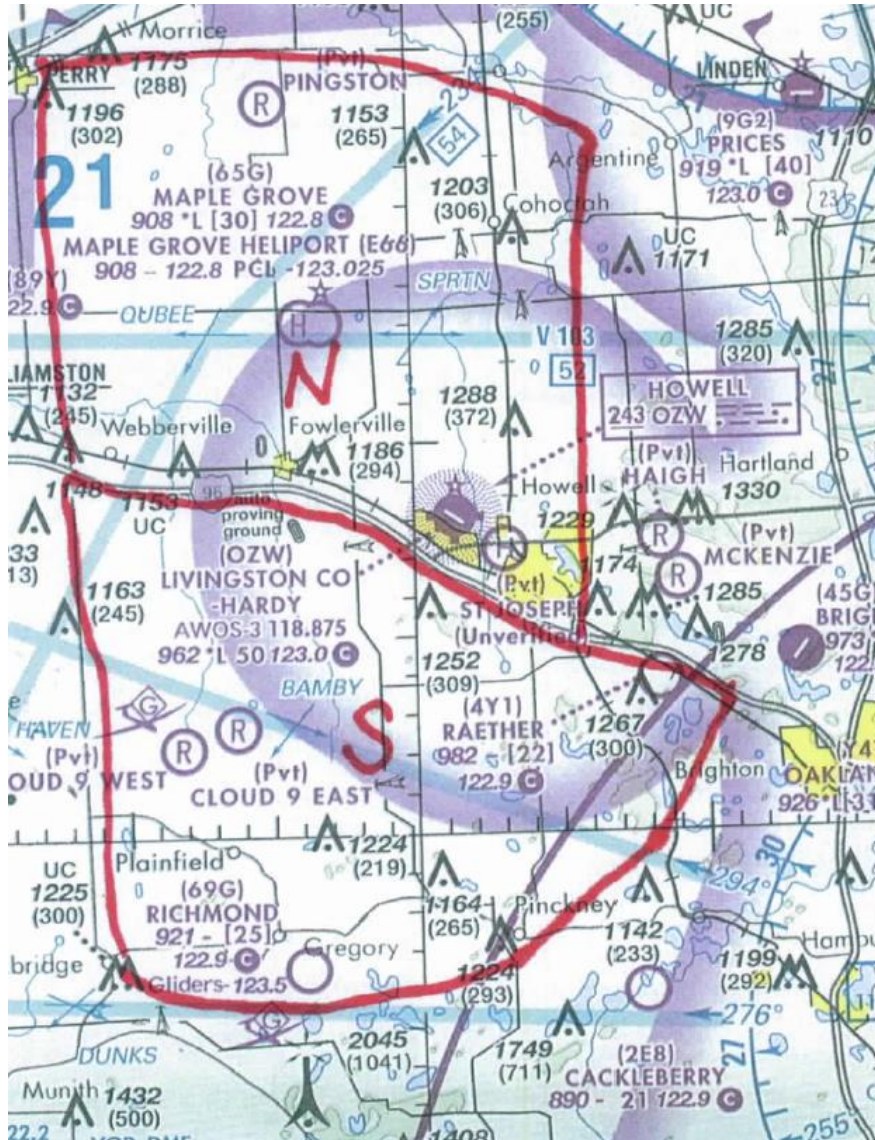
RON: In town

H

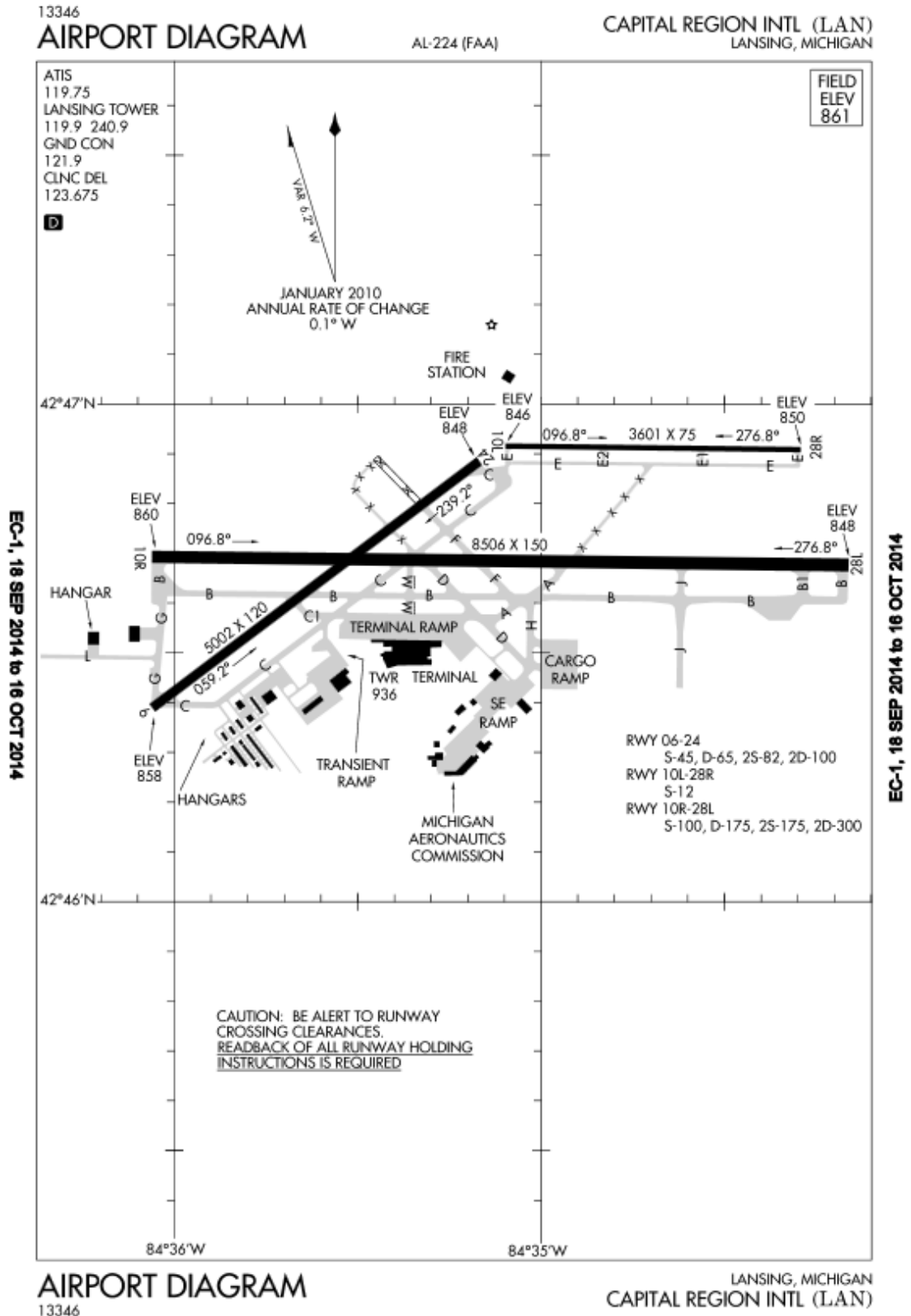
Practice Areas

Crosswinds Aviation will utilize 2 practice areas for training students at the Howell KOZW location.

North and South Practice Areas



DO NOT USE FOR NAVIGATION.



DO NOT USE FOR NAVIGATION.

